

California Housing Finance Agency

Job Opportunity

Office Assistant (General)

Salary Range	\$1938-2588
Final File Date	Open until filled
Division	Legal Division <i>Note this Division on the front of your application.</i>
Specific Location	15 & L Streets, Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Applicants should be on a current eligible list for appointment to this classification, or be State employees who are currently in the classification being advertised or who are otherwise eligible for lateral transfer to this classification, or former State employees with reinstatement rights to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered. <i>Appointment is subject to the provisions of SROA.</i>
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the position in the Legal Division.</i>
Duties	<p>Under the close supervision of the General Counsel, the Office Assistant provides general clerical support to the Legal Unit. Duties include but are not limited to:</p> <ul style="list-style-type: none"> 30% Data entry to include word processing. 20% Works with Agency Legal staff in performing post-closing audits of loan files by scanning documents into the system. 10% Provides general clerical support to professional level staff. Duties include copying, faxing, mailing, word processing, data entry, and distribution of reports, materials and information. Processes incoming and outgoing mail. Responsible for stocking supply cabinet and ordering specialty supplies (including items needed for law files and law library database). In charge of basic maintenance of printers, fax machines, and photocopiers. Makes arrangements for preventative maintenance and repairs service for office machines. 10% Making file folders, affixing barcodes to files, books and publications, filing, and maintaining ongoing list of all new project files. 10% Pulling and re-shelving files, books and publications ensuring all files, books and publications are in the correct location and adjusting them to avoid overcrowding and to make room for materials. 10% Using hand held scanner to create a list of materials that have been checked out and updating the inventory in each file cabinet and on each shelf weekly.

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this

<p><i>objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>5% Prepares files and records for off-site storage and retrieves them when necessary.</p> <p>5% Acts as backup to Senior Legal Typist by answering phones for the Legal Unit.</p>
<p>1/11/05</p>	